



NASA Financial Management Manual

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FMM 9700 NASA FEDERAL TRAVEL REGULATION SUPPLEMENT (NFTRS)

9700-1 INTRODUCTION

The Federal Travel Regulation (FTR), published by the General Services Administration (GSA), Travel and Transportation Management Policy Division, is the source for Federal policy on travel. The FTR is available at:

<http://policyworks.gov/org/main/mt/homepage/mtt/FTR/FTRHP.shtml>

The NASA Federal Travel Regulation Supplement (NFTRS) (FMM Appendix 9700-1A) contained here is intended only to address matters for which NASA has authority or responsibility to set specific policy or establish specific procedures that apply only to it and matters not covered by the FTR. The FTR, as amended, should first be consulted regarding travel policy. It is incumbent upon NASA employee-travelers, authorizing and approving officials and financial management personnel to be familiar with the provisions of the FTR, in relation to their specific roles in the travel process.

9700-2 FORMAT

Chapters 300 and 301 of the FTR are published by GSA in a plain language, question and answer, format. To facilitate the review of NASA-specific provisions related to the FTR and simplify Agency travel regulations, FMM Appendix 9700-1A is in a similar structure and format and numbered consistent with the FTR. Only questions for which there are NASA-specific answers are included.



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9700-1A NASA FEDERAL TRAVEL REGULATIONS SUPPLEMENT (NFTRS)

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- § 301-2.9 Must I obtain a “country clearance” before I travel to a foreign country?
- § 301-2.10 What is “non-program” travel?
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- § 301-2.12 Who can I talk to if I have questions about Foreign Travel?
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CHAPTER 301 – TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES

Subchapter A – Introduction

Part 301-2 - General Rules

§ 301-2.1 *Must I have authorization to travel?*

Yes. See FTR 301-2.1. Refer to NPD 9710.10, Delegation of Authority – To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters, for more information on who is empowered to authorize TDY travel. NASA Centers (DCFO (Finance) shall establish a matrix outlining approving officials by position and authority. Current electronic signatures must be maintained for all approving officials. Signatures must be reviewed and updated at least once a year and more often if a Center reorganizes or experiences considerable turnover.

§ 301-2.6 *Is a travel authorization required for travel beyond 50 miles when per diem will not be authorized since the official travel is 12 hours or less?*

No, a travel authorization is not required. A local voucher must be used to claim mileage expenses if a POV was used or for any tolls or parking expenses incurred. If the travel time exceeds 12 hours, you must follow the Center's procedures for authorizing "after the fact" travel.

§ 301-2.7 *Who has responsibility for monitoring foreign travel policy at NASA Headquarters?*

Aerospace Technology and Interagency Liaison (Code ID) in the Office of External Relations, is responsible for review and coordination of all foreign travel by NASA personnel (see NPD 9710.1).

§ 301-2.8 *What forms must be submitted to the Aerospace Technology and Interagency Liaison, Office of External Relations, for foreign travel review and coordination?*

The following forms should be submitted in advance of travel as applicable:

- NASA Form 386, "Overseas Travel Order"
- NASA Form 1676, "NASA Scientific and Technical Document Availability Authorization (DAA)"
- NASA Form 1167, "Request for Approval of Foreign Training, Non-Program Travel or Gifts of Travel From Non-Federal Sources"

The submission must include, but is not limited to, the following background information; the invitation(s), program or agenda, copy of legal review of all reimbursable travel.

§ 301-2.9 *Must I obtain a "country clearance" before I travel to a foreign country?*

All official foreign travel by NASA personnel, regardless of purpose, requires that NASA obtain a "country clearance" through the Department of State.



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§ 301-2.10 *What is “non-program” travel?*

It is official travel for attendance at outside meetings; official foreign travel to research institutions, universities or industrial organizations (except where a specific contract is involved); and other miscellaneous official foreign travel.

§ 301-2.11 *What is “program” foreign travel?*

It is official travel directly connected with an approved NASA program or project in support of an existing International Space Act Agreement or contract with a foreign entity.

When one official temporary duty assignment is authorized for “program” and non-program” purposes, the procedures for “non-program” travel should apply.

§ 301-2.12 *Who can I talk to if I have questions about Foreign Travel?*

The *Aerospace Technology and Interagency Liaison*, Office of External Relations, at NASA Headquarters, and your Center’s Travel Coordinator. The website below contains additional information pertaining to travel outside the United States. See

<http://www.hq.nasa.gov/office/codei/nasaecp/>.

§ 301-2.13 *Are there any special requirements of which I should be aware?*

Yes. If your travel will involve support from a U.S. Embassy or Consulate, discussions with senior representatives of foreign governmental organizations, discussions intended to lead to international cooperation or shipment of or hand-carrying of equipment, you should contact the *Aerospace Technology and Interagency Liaison*, Office of External Relations, at NASA Headquarters well in advance of the travel.

If travel is for activities that require an international agreement that does not already exist, the travel may be denied or postponed pending review of the proposed activity or negotiation and execution of an international agreement.

§ 301-2.14 *When should I notify the Aerospace Technology and Interagency Liaison (Code ID) of my intended travel?*

Code ID should be notified four weeks before the planned departure date. There will be a presumption of denial for any foreign travel request received three weeks or less before a planned departure; approvals in such cases will be dependent upon the justification and made on a case-by-case basis. Justification for travel orders received three weeks or less before planned departure must be signed by the travel order-approving official. Final approval is dependant upon a country clearance from the State Department.

§ 301-2.15 *What happens if my intended foreign travel is denied?*

The *Aerospace Technology and Interagency Liaison*, Office of External Relations, at NASA Headquarters will advise the Center’s Travel Coordinator of denied travel requests. In such instances, the reason for denial will be provided and the trip will either be cancelled or rescheduled, depending upon the circumstances. All rescheduled travel will require revised travel requests.

§ 301-2.16 *How long will it take before I receive notice that my trip has been approved?*

The *Aerospace Technology and Interagency Liaison*, Office of External Relations, at NASA Headquarters will notify the Center’s Travel Coordinator or the traveler of approval or disapproval as soon as practicable prior to the planned departure date.



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§ 301-2.17 *What do I do if I am invited to speak, make an appearance, or present a paper while I am traveling abroad on leave?*

Any time you are representing NASA, or conveying information obtained from or related to your NASA position, you are acting in an official NASA capacity and are required to obtain approval from the Official-in-Charge of the cognizant Headquarters Office or the Center Director, as appropriate, as far in advance as possible. That office will then request approval of the *Aerospace Technology and Interagency Liaison*, Office of External Relations at NASA Headquarters. If time permits, the cognizant official will request approval using NASA Form 1167. Approval to accept such an invitation shall be communicated to the employee, after review by the *Aerospace Technology and Interagency Liaison*. Employees authorized to accept such an invitation will be considered on duty status during such time. Approval will be confirmed by preparation of NASA Form 386, Overseas Travel Orders.

§ 301-2.18 *What is foreign training?*

Foreign training is instruction, education, or a structured development experience provided by foreign institutions or facilities located outside the United States and its possessions. The *Aerospace Technology and Interagency Liaison*, Office of External Relations, must review all foreign training pursuant to NPD 3410.2.

§ 301-2.19 *How do I request foreign training?*

You must first establish the availability of NASA funds for both the foreign training and travel. Once funding is established, requests are submitted to the Office of Human Resources and Education, NASA Headquarters, six months before the proposed date of departure. NASA Form 1167 should be prepared for submittal. All foreign training must be forwarded to Code ID at NASA Headquarters for review prior to approval.

§ 301-2.20 *What is reimbursable travel?*

Reimbursable travel is travel for which a non-Federal source provides all or a portion of the funding for travel expenses, either directly to the Agency or in-kind to the employee. NASA employees should not accept direct payment of expenses. If a payment is received, it must be promptly reported to the Deputy Chief Financial Officer (Finance) at your Center.

§ 301-2.21 *Are there any special requirements for reimbursable travel?*

All travel involving full or partial reimbursement from a non-NASA source must be reviewed and approved in writing by the Office of Chief Counsel at your Center or the Office of General Counsel at Headquarters. Responses to travel invitations from foreign entities that involve reimbursement must be coordinated with the *Aerospace Technology and Interagency Liaison*, Office of External Relations at NASA Headquarters.

§ 301-2.22 *What are the requirements for late travel requests?*

If your travel request will be received by the *Aerospace Technology and Interagency Liaison* at NASA Headquarters, three weeks or less before the planned departure date, a justification is required from the orders approving official. Late travel requests will normally be denied, subject to review of the justification and NASA's ability to obtain a country clearance from the Department of State.



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§ 301-2.23 *What must I do when I return from travel?*

Reports or summaries of your activities on foreign travel may be required. The *Aerospace Technology and Interagency Liaison*, Office of External Relations, will advise of a trip report requirement on the NASA Form 1167 for non-program travel, and will communicate trip report requirements for program travel to the Center Travel Coordinator, or for HQ employee's, to the employee's office or the employee directly. There may also be a request for a debriefing by Agency security officials. Such requests will be communicated to the employee from security officials at Headquarters or the Center.

§ 301-2.24 *What if I am planning to take leave or take my spouse or children in conjunction with my foreign travel?*

If you plan to take leave or if you plan to take your spouse or children on the trip, and you are making personal reservations for the leave portion of the travel or for family member travel, keep in mind that your official travel is not approved until HQ has reviewed and approved the trip, and the Department of State has granted country clearance. If you make personal travel arrangements for yourself and/or for family members that are non-refundable, such arrangements are at your own risk.

§ 301-2.25 *What amount should I use for an authorized per diem trip when vouchering from an Authorization?*

On the authorized trip, the per diem lodging rate on the constructive voucher should be the applicable per diem rate for the TDY location as prescribed by GSA.

Subchapter B – Allowable Travel Expenses

Subpart A - General

§ 301-10.9 *How do I procure common carrier transportation when I travel by an indirect route?*

You must procure a ticket for travel by the direct route using the authorized method of payment and source of supply. You then must exchange the ticket for a new ticket by the indirect route. If the ticket for travel by the indirect route is of lesser value, you must follow the procedures in § 301-10.118 of this part. If the ticket for travel by the indirect route is a greater value, you must pay the carrier using personal funds.

§ 301-10.10 *May I use contract passenger transportation service to provide transportation when I travel by an indirect route?*

No. You may not use contract passenger transportation service for legs of travel which are made by an indirect route. You may, however, use contract passenger transportation service for legs of travel by the direct route, even if another portion of your travel will be by an indirect route.

§ 301-10.11 *May I use the contractor-issued travel charge card to procure transportation when I travel by an indirect route?*

No.



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§ 301-10.12 *Will NASA pay the cost of transportation between the place I obtain meals and my place of business or my place of lodging when I am performing official travel away from my official station?*

No, unless:

You cannot obtain adequate meals at or near your place of lodging or your place of business. You are to use the M&IE portion of the lodgings plus per diem allowance to cover these expenses.

§ 301-10.13 *Will NASA pay transportation expenses for me to return to my official station on non-work days?*

NASA will pay as follows:

If...	NASA will pay...
You are authorized a return trip home under the following circumstances: NASA requires you to return to your official station to perform official business or because it otherwise is advantageous to the Government; NASA will realize a substantial cost savings by returning you home; or Periodic return travel home is justified incident to an extended TDY assignment. (Generally, this should be no more often than once every three weeks.) (See Section 301-11.221)	Your actual transportation expenses.
You return home voluntarily even though you are not authorized a return trip home,	Your actual transportation expenses except that your transportation expenses and subsistence expenses cannot exceed what NASA would have paid you for subsistence expenses under § 301-11.73 of part 301-11 of this chapter if you had remained at your temporary duty location.

§ 301-10.14 *Will NASA pay transportation expenses for me to travel from a leave point to a location where I will perform temporary duty?*

As follows:

If upon completion of your temporary duty assignment you return to...	NASA will pay...
Your leave point,	Your transportation costs from your leave point to your temporary duty site and return to your leave point.
Your official station,	Your transportation cost limited to the cost of travel by a direct route or an uninterrupted basis. You will be responsible for any additional costs.

§ 301-10.15 *Will NASA pay transportation expenses for me to travel from a leave point to my official station if I must interrupt leave to report to my official station?*

No, not unless you return to your leave point and immediately resume leave after completion of the assignment. In this circumstance, NASA will pay from the place of leave to the official station and return to the place of leave.



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§ 301-10.16 *Will NASA pay transportation expenses for me to travel to my official station if I must interrupt leave to perform temporary duty at my leave point?*

No, because you have not incurred any additional transportation expenses in this situation.

§ 301-10.17 *Will NASA pay transportation expenses for me to travel from my TDY location to a location other than my TDY location, official station, or residence on non-workdays when I am required to return to the TDY location following the non-workdays?*

NASA will pay any transportation expenses or lodging expenses incurred limited to the amount of daily lodging expenses you incurred on the previous days at your TDY location. If you return to your official station, you will not be reimbursed any M&IE expenses. Your travel must be performed during non-duty hours or you must take leave.

§ 301-10.18 *Will NASA pay the costs of transportation between my office and a temporary duty site that is 50 miles or less from both my official station and my residence?*

Yes, but you must subtract any normal commuting costs, such as your normal commuting mileage.

§ 301-10.19 *Will NASA pay the costs of transportation between my residence and common carrier terminals on days when I perform travel by common carrier?*

Yes, NASA will pay the costs of transportation for:

- a. Travel from your residence to a common carrier terminal on the day of departure from your official station; and
- b. Travel from the common carrier terminal to your residence on day of arrival at your official station.

§ 301-10.20 *Will NASA pay the cost of transportation from my residence to my office?*

No, unless:

- a. You are provided a transit subsidy under § 629 of Pub. L. 101-509;
- b. You are authorized home-to-work transportation under 31 U.S.C. 1344;
- c. You require transportation on the day you depart for travel and:
 - (1) Your trip will last two or more days (requiring at least one night's lodging);
 - (2) You are not able to perform your commute by your normal mode of transportation; and
 - (3) Your use of the alternate mode of transportation results in an increase in your commuting costs.
- d. You require transportation on the day you return from travel lasting two or more days, and:
 - (1) You are not able to perform your commute by your normal mode of transportation; and
 - (2) Your use of the alternate mode of transportation results in an increase in your commuting costs; or
- e. You require transportation because of necessity as provided in § 301-10.421(a) of this part.



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§ 301-10.21 Will NASA pay the fee for paper tickets when electronic tickets are available?

No. If there is an electronic ticket available for reservations in domestic markets the fee is not a reimbursable expense. However, if you wish to receive a paper ticket for your personal convenience the additional expense you incur will be borne by you. The approving official, on a case-by-case basis, will consider any exceptions to this policy.

Payment of the paper ticket fee in International markets is considered a reasonable expense and will be reimbursed to the traveler.

Subpart B - Common Carrier Transportation

§ 301-10.113 What must I do if I change or do not use a common carrier reservation?

If you know you will not use a reservation, you must cancel it within the time limits specified by the carrier. If the transportation furnished is different or of lesser value than that authorized on the ticket, or your journey ends short of the destination specified on your authorization, the Government is due a refund. You must report these facts and account for your actions on your travel voucher in order to prevent losses to the Government. Failure to do so may subject you to liability for any resulting losses.

§ 301-10.114 What must I do with unused ticket(s), Government Transportation Request(s) (GTR(s)), ticket(s), or refund application(s)?

You must submit any unused ticket coupon(s), unused GTR(s), or refund application(s) as instructed by your Center's Deputy Chief Financial Officer (Finance) office.

§ 301-10.116 What must I do with compensation an airline gives me if it denies me a seat on a plane?

If you are performing official travel and a carrier denies you a confirmed reserved seat on a plane, you must give NASA any payment you receive for liquidated damages. You must ensure the carrier shows the "Treasurer of the United States" as payee on the compensation check and then forward the payment as instructed by your Center's Deputy Chief Financial Officer (Finance) office.



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§ 301-10.118 *What must I do if I am issued a ticket and exchange that ticket for a lesser value ticket that I use?*

As follows:

If you purchased the original ticket using...	Then you must...
Your contractor-issued travel charge card or in cases when the total amount is less than \$100 by cash	Obtain a refund by crediting your account (or receiving cash), and then, claiming the lesser value ticket on your travel claim. You must also submit your ticket receipt for the lesser value ticket. If it is not possible to get a credit to your account, you may submit a ticket refund application as instructed by your Center's Deputy Chief Financial Officer (Finance) office.
Centrally billed account	<p>Request a receipt, ticket refund application, or other written acknowledgment of fare adjustment from the carrier (You are not authorized to receive a refund, credit, or any other negotiable document from a carrier);</p> <p>Furnish the carrier a "bill charges to" address;</p> <p>Submit the receipt, ticket refund application or other written acknowledgment of fare adjustment payment as instructed by your Center's Deputy Chief Financial Officer (Finance).</p> <p>File a travel claim without a request for reimbursement for transportation expenses since the Government pays the charges directly to the carrier.</p>

§ 301-10.119 *What must I do if I am issued a ticket and exchange that ticket for a more expensive ticket which I use?*

If the increase is due to travel by an indirect route, you must pay the difference using personal funds. If the increase is due to official travel, you must do the following:

If you purchased the original ticket using...	Then you must...
Your contractor-issued travel charge card,	Pay for your new ticket using your contractor-issued travel charge card.
Centrally billed account.	<p>Contact your travel management center (TMC) if you arranged the travel through your TMC and you can access your TMC;</p> <p>Pay for your new ticket using your contractor-issued travel charge card if you did not use a TMC or cannot access your TMC; or</p> <p>Pay for your new ticket using cash only if you cannot use your TMC or your contractor-issued travel charge card.</p>



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Airline Accommodations

§ 301-10.124 *When may I use premium-class other than first-class airline accommodations?*

Only when NASA specifically authorizes or approves your use of such accommodations under paragraphs (a) through (j) of FTR 301-10.124.

In regard to FTR 301-10.124(c), a special need must be justified in writing and shown on the travel authorization.

In regard to FTR 301-20.124 (f and i), a cost comparison should be considered to determine which is most cost effective to the Agency.

Train

§ 301-10.162 *When may I use first-class train accommodations?*

Only when NASA specifically authorizes your use of first-class train accommodations under paragraphs (a) through (d) FTR 301-10.162.

In regard to FTR 301-10.162(b), a special need must be justified in writing and shown on the travel authorization.

Ship

§ 301-10.183 *What classes of ship accommodations must I use?*

You must use the lowest first class accommodations when traveling by ship, except when NASA specifically authorizes your use of first-class ship accommodations under paragraphs (a) through (c) of FTR 301-10.183.

In regard to FTR 301-10.183(b), a special need must be justified in writing and shown on the travel authorization.

Subpart D – Privately Owned Vehicle (POV)

§ 301-10.300 *When may I use a POV for official travel?*

You may always use a POV to perform official travel, including local travel, however, NASA will limit its payment for your travel expenses if you are not authorized to use a POV.

§ 301-10.308 *What will I be reimbursed if I park my POV at a common carrier terminal while I am away from my official station?*

NASA may reimburse your parking fee as an allowable transportation expense not to exceed the cost of taxi fare to/from the terminal. **As a prudent traveler, you should use satellite parking facilities rather than daily or valet parking facilities.**

§ 301-10.309 *What will I be reimbursed if I am authorized to use common carrier transportation and I use a POV instead?*

You will be reimbursed on a mileage basis (see NFTRS 301-10.303), for the actual travel performed plus per diem, not to exceed the total for the constructive voucher of the authorized method. You must determine total cost for the constructive voucher as follows:

Mode of travel to be used for comparison.



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Airplane. When NASA authorizes air travel, your mileage payment may not exceed the constructive cost of coach-class accommodations on a commercial air carrier. You must use contract passenger transportation service as your basis of comparison if it is provided between the points involved; otherwise use the lowest unrestricted coach-class fare. You should consider coach-class accommodations as being provided by a carrier if they are scheduled on flights between the points involved; whether they would have been available at the time of your travel is irrelevant.

Train. When NASA authorizes train travel, your mileage payment may not exceed the constructive cost of coach-class train accommodations for the travel performed unless NASA has authorized extra-fare train service as advantageous to the Government.

Bus. When NASA authorizes inter-city bus travel, your mileage payment may not exceed the constructive cost of bus transportation.

Costs to be included in your constructive voucher:

Costs to and from common carrier terminals; and

Cost of excess baggage not included that would have been allowed by your authorized mode (you must provide acceptable evidence of its weight).

Transportation in and around the TDY location; and

Rental car expense if it would have been allowed by your authorized mode.

Per diem allowance. The constructive per diem allowance is the amount that would have been allowable had you used the authorized method of transportation; the maximum per diem established by GSA for the location of the assignment.

Use of actual and reasonable schedules. In constructing your cost, use reasonable departure/arrival schedules and avoid those that would cause undue inconvenience, adversely affect your safety, or unduly increase your constructive subsistence cost. (For this purpose, "unreasonable hours" means departing or arriving between the hours of 10:00PM to 6:00AM).

Leave. Leave will be charged for the additional travel time required during normal working hours in excess of the time which would have been required by the mode of transportation used in determining constructive vouchers.

§ 301-10.311 *How will the allowable cost for per diem and transportation be determined when I complete an actual and constructive voucher as discussed in 301-10.309 above?*

The constructive voucher for the entire trip will be compared with the actual cost of the travel as performed for the entire trip.

§ 301-10.312 *Are rental car expenses allowed in my constructive voucher if a rental car was authorized on my travel orders?*

Yes. Rental car expenses are allowed in the constructive voucher.



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Subpart E - Special Conveyances

§ 301-10.404 *May NASA require me to travel with other employees in a special conveyance?*

In instances where there are groups of NASA employees at the same TDY station and all are in need of rented transportation, authorizing officials may require individuals to share the use of a rental car to the maximum extent reasonable.

§ 301-10.405 *What must I do if I travel with other employees in a special conveyance?*

You must record the name of each employee and his or her employing office on your travel claim.

§ 301-10.406 *May I be reimbursed for the hire of a special conveyance from another Government employee, a family member of another Government employee, or a member of my family?*

Only if you satisfactorily show that:

- (1) The conveyance was not procured because of a personal or official relationship; and
- (2) If procured from a member of your family, that the family member was not dependent upon you for support.

§ 301-10.407 *Are NASA employees allowed to use or accept contractor-provided transportation?*

NASA employees will NOT:

- (1) Use contractor-owned vehicles, including aircraft.
- (2) Accept contractor-provided transportation, except for travel related expenses accepted by NASA under the authority of 31 USC 1353 in connection with an employee's attendance at a meeting or similar function relating to official duties which takes place away from the duty station. NASA's acceptance must be in accordance with the implementing regulations at 41 CFR part 304-1.
- (3) Request special transportation services from a contractor either to or from an airport, railroad station, or any other transportation points.

For more information consult the Standards of Ethical Conduct for Employees of the Executive Branch, dated August 1992.

§ 301-10.408 *Are contractors allowed to use or accept NASA-provided transportation?*

In the course of performing official Government business contractors:

May accompany a NASA employee in a Government vehicle, rental car, or privately owned vehicle.

Are allowed to drive Government vehicles either alone or accompanying other NASA employees.

May travel on Government-owned aircraft when authorized by official Government travel orders.



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Taxicabs, Shuttle Services, or Other Courtesy Transportation

§ 301-10.421 *How much will my Agency reimburse me for a tip to a taxi, shuttle service, or courtesy transportation driver?*

NASA has determined that a reasonable tip for commercially operated local transportation such as a taxi is a **maximum of 15 percent of the fare**. For Courtesy transportation service a reasonable tip is **generally not more than \$2.00**. If you benefit from exceptional service, you may always tip the provider more than these reasonable amounts with the understanding that it is from your personal funds, since you are the beneficiary of the exceptional service.

§ 301-10.454 *Will NASA pay for damages to a commercial rental car?*

Yes, only in instances where damages occur while the car is being used for official purposes and being driven by authorized travelers. See FMM 9633-9(d).

When you are required to pay for damages to an authorized commercial rented vehicle from personal funds, you may be reimbursed in an amount up to the amount deductible on the insurance included as part of the rental contract without additional charge.

§ 301-10.455 *Will NASA pay for damages that occur to my privately owned vehicle while I am on official travel?*

Yes, if you are authorized a POV as advantageous to the government. Each authorization is to be supported by a cost comparison indicating that the approval of such expenses is warranted. Reimbursement is limited to the amount of your insurance deductible.

Part 301-11 – Per Diem Expenses

Subpart A – General Rules

§ 301-11.1 *When am I eligible for an allowance (per diem or actual expenses)?*

When you meet the criteria in FTR 301-11.1 and, if you are stationed in the Washington DC area, your temporary duty site is:

25 miles or more from your residence; and

25 miles or more from your office.

NASA's local travel policy has been established as follows: No lodging or subsistence will be authorized within fifty (50) miles of **both** the employee's official duty station **and** the residence from which the employee commutes to the official duty station. An exception is allowed for training purposes authorized by each Center's Training and Development Division as qualifying under 5 U.S.C 4109(2) and when it has been determined that overnight stays and attendance at meals are necessary in order to achieve the objectives of the training. Training funds must be used in these circumstances.

For travel in excess of fifty (50) miles of both the employee's official duty station and commuting residence, the temporary duty travel regulations apply. The official duty station is defined by the boundaries of the Center.

Travel orders are not required when it is known that an employee will not be in a travel status for more than 12 hours and therefore will be filing an SF 1164 to claim mileage, parking, tolls, etc., e.g. Inspector General Investigators.



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Exception to FTR 301-11.1(c), per diem shall not be allowed for employees who qualify for per diem solely on the basis of working a non-standard workday (e.g. four 10-hour days, a first forty-hour workweek or other compressed or flexible schedule). In such instances, per diem shall not be allowed for travel periods less than or equal to the employee's scheduled workday hours plus two hours.

§ 301-11.3 *Must my Agency pay an allowance (either a per diem allowance or actual expenses)?*

See FTR 301-11.3. In regard to FTR 301-11.3(a), your agreement may be implied by attending a training event for which you were notified in advance that your meals are provided and that you will only receive the incidental expense amount.

§ 301-11.8 *What is the maximum per diem rate I will receive if lodging is not available at my TDY location?*

If lodging is not available at your TDY location, NASA may authorize or approve the maximum per diem rate for the location where lodging is obtained. If NASA does not authorize or approve the maximum per diem rate for the location where lodging is obtained, you will receive the lodging amount for your TDY location.

§ 301-11.11 *May I stay in a lodging facility of my choice?*

See FTR 301-11.11. See: <http://www.usfa.fema.gov/hotel> for lodging facilities approved by FEMA as "approved accommodations."

§ 301-11.14 *How is my daily lodging rate computed when I rent lodging on a long-term basis?*

See FTR 301-11.14. For any days on which you use the lodgings for personal use, such as when you take annual leave or if you obtain a weekly rate for a 5-day trip and stay over on Saturday and/or Sunday for personal reasons, you are required to state this on your travel voucher and divide the total cost by the total number of days the lodgings were occupied. You may not claim the lodging expense for the personal use days.

§ 301-11.16 *What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled or interrupted for official purposes or for other reasons beyond my control that are acceptable to my Agency?*

See FTR 301-11.16. If you acted reasonably and prudently in incurring the expense, and sought to obtain a refund or otherwise took steps to minimize the cost, NASA's DCFO (F) may reimburse expenses that are not refundable, including a forfeited rental deposit. NASA will not pay your expenses if you did not try to obtain a refund, if you did not take steps to minimize the costs, or if you did not act reasonably and prudently in incurring the prepaid lodging expenses.

§ 301-11.21 *Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?*

See FTR 301-11.21

NASA will not pay an allowance for subsistence expenses on any day you take leave for one half or more of your prescribed working hours unless emergency travel is involved due to an incapacitating illness or injury, in which case the rules in FTR 301-30 govern.

NASA will pay you an allowance for subsistence expenses on a non-workday unless you:



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Return to your official station or to the home from which you commute to your official station;

Are in a leave status, other than sick leave, at the end of the workday before the non-workday(s) and at the beginning of the workday following the non-workday(s), and the period of leave on either of these days is more than one-half of the prescribed working hours for that day; or

Take leave, other than sick leave, for all of the prescribed working hours since your previous non-workday.

§ 301-11.23 *Are there any other circumstances when my Agency may reimburse me to return home or to my official station for non-workdays during my TDY assignment?*

In regard to FTR 301-11.23(c), NASA defines periodic as not more often than every three weeks. You may return more often at your own expense.

§ 301-11.24 *What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?*

See FTR 301-11.24. NASA will not pay an allowance for per diem or actual expenses while you are at your home or official station.

§ 301-11.25 *Must I provide receipts to substantiate my claimed travel expenses?*

Yes. See FTR 301-11.25. With the implementation of the Agencywide Travel Manager System all required receipts should be retained by the originating organization for six years and three months in accordance with National Archive Requirements.

§ 301-11.26 *How do I get a per diem rate increased?*

If you travel to a location where the per diem rate is insufficient to meet necessary expenses, you may submit a request, containing pertinent lodging & meal cost data and to the best of your knowledge, the number of nights NASA employees spend at the particular location to the Director, Financial Management Division, Office of the Chief Financial Officer (CFO), Code BF, Washington, DC 20546. Code BF will submit the survey request to the proper authority designated in FTR 301-11.26.

§ 301-11.27 *Are taxes included in the lodging portion of the Government per diem rate?*

No. See FTR 302-11.27. Lodging taxes are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs. This regulation applies to both the full and reduced per diem rate.

§ 301-11.28 *As a traveler on official business, am I required to pay applicable lodging taxes?*

Yes, unless exempted by the State or local jurisdiction. However, you will only be reimbursed for the portion of the taxes applicable to the amount of lodging expense for which you are reimbursed. For example, if the maximum lodging rate for your TDY location is \$100 and the tax is 10 percent, but you stay at a lodging facility that charges \$125, assuming you are not authorized actual expense, the amount of lodging reimbursement would be \$100 with an applicable tax amount of \$10, not the \$12.50 you actually paid.



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§ 301-11.32 *May I be reimbursed for an advance room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?*

Yes, NASA will reimburse you for an advance room deposit when it is required by the lodging facility to secure room reservations prior to the beginning of your scheduled official travel.

Subpart C – Reduced Per Diem

301-11.201 *What are examples of when NASA may establish a special reduced rate at a rate below the maximum per diem rate?*

Some examples of when NASA has established a special reduced rate at a rate below the maximum per diem rate are the following:

- (1) You are furnished one or more meals a day and/or lodging at no cost or nominal cost by the Government, for example: A NASA directorate may sponsor training at the Wallops Flight Facility in which they provide all your lodging and your evening meal on the first day of travel, 3 meals a day for the full days of training and breakfast and lunch on the last day of travel. In this instance, if you are informed of these arrangements beforehand and decide to attend the training you will only be reimbursed the minimum \$2 a day for all days including the first and last day of travel.
- (2) You are performing an extended temporary duty assignment which meets one of the following criterion:
 - 1 Short Term Extended TDY Assignments. Authorized assignments of a duration between 31 and 120 days.
 - 2 Long Term Extended TDY Assignments. Authorized assignments of a duration of more than 120 days. (For assignment of more than 180 days, NASA requires an analysis of allowances with the assignment as an extended TDY, temporary change of station or permanent change of station.)

Note: *Long Term assignments in excess of one year at the same location, regardless of the duties being performed, are considered to be income by the IRS and NASA, as an employer, is obligated to report all reimbursements as income to the employee, from the point that it can be reasonably determined that the assignment will exceed 365 days.*

§ 301-11.202 *What must be done prior to authorization of an extended TDY assignment?*

The following must be done:

- (1) The authorizing official must determine whether the assignment is in the best interest of the Government.
- (2) The Deputy Chief Financial Officer (Finance) (or other office as determined by your Center) shall develop a cost comparison to determine whether the assignment should be authorized as an Extended TDY or Temporary Change of Station/Permanent Change of Station assignment. The cost comparison should be attached to the travel authorization to be used to certify fund availability and process travel voucher claims.

§ 301-11.203 *What will NASA authorize for TDY and extended TDY assignments?*

NASA will authorize the following:



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- (1) TDY Assignments – Duration of 30 days or less – The traveler will be reimbursed in accordance with the lodging plus system up to the maximum per diem established by GSA for the location of the assignment or any reduced per diem rate determined in advance of the assignment by NASA. Traveler must submit lodging receipts with each claim.
- (2) Short Term Extended TDY Assignments – Duration of 120 Days or Less – For TDY assignments of more than 30 days and not more than 120 days, the traveler will be reimbursed 65 percent of the maximum per diem rate established by GSA for that location, rounded up to the nearest dollar.
- (3) Long Term Extended TDY Assignments – Duration of More Than 120 Days – For long term extended TDY assignments of more than 120 days, the traveler will be reimbursed 55 percent of the maximum per diem rate established by GSA for that location, rounded up to the nearest dollar.

§ 301-11.204 *How is my reimbursement rate affected when a TDY assignment of 30 days or less is extended beyond 30 days?*

There will be occasions where legitimate unforeseen circumstances require the initial TDY assignment to be extended. If the extension is for less than 30 additional days, the traveler may continue to be reimbursed under the lodging plus system. Extensions must be authorized by the cognizant authorizing official. However, if the extension exceeds 30 days or an additional extension is requested, the traveler must be reimbursed at the rate prescribed either for the short term or long term extended TDY assignment. The reimbursement rate change will be effective on the date the authorizing official makes the determination that an extension is required. The per diem rate will be determined based on the length of the extension. Extensions must not be authorized for the purpose of simply maintaining a higher per diem rate in view of the GSA requirement to establish a reduced per diem rate in extended TDY situations.

§ 301-11.205 *When does the reduced rate of reimbursement begin?*

The reduced rate of reimbursement will begin on 12:01 a.m. on the day after arrival at the extended TDY location.

§ 301-11.206 *How is my reimbursement rate affected when it is determined that a short term extended TDY travel assignment will last more than 120 days?*

If during a short term assignment of 120 days or less, NASA management decides that the duration of the assignment will exceed 120 days, the reimbursement rate change will be effective on the date the authorizing official makes the determination that an extension is required.

§ 301-11.207 *How are my per diem allowances computed for travel to and from the extended TDY location?*

Employees performing extended TDY assignments will be authorized per diem allowances for travel between the permanent official duty station and the extended TDY station as follows:

a. Day Travel Begins

- (1) Lodging Required. When lodging is required on the day travel begins, (day of departure from the official station or other authorized point) the per diem allowable is the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the lodgings, plus three-fourths of the applicable M&IE rate.



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- (2) Lodging Not Required. When lodging is not required on the day travel begins, the per diem allowable is three-fourths of the destination M&IE rate, provided you are in a travel status for more than 12 hours.

b. Full Calendar Days of Enroute Travel.

- (1) Lodging Required. For each full calendar day the employee is in a travel status and lodging is required (whether enroute or at a temporary duty location other than an extended TDY station) the per diem allowable is the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
- (2) Lodging Not Required. For each full calendar day that the traveler is in a travel status and lodging is not required, (such as when the traveler is enroute overnight to the next TDY location) the per diem allowance is the destination M&IE rate.
- (3) Day of Arrival at the Extended TDY Station. For the day of arrival at the extended TDY station, the per diem allowance will be the same as a full calendar day of enroute travel. Remember the reduced rate of reimbursement will begin on 12:01 a.m. on the day after arrival at the extended TDY location.

a. Returning From Travel.

- (1) Lodging Required. For each full calendar day of travel when lodging is required at an enroute location while the employee is returning to the official station, home, or other authorized point, the per diem allowable is the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the lodging, plus the applicable M&IE rate.
- (2) Lodging Not Required. For any full calendar day of travel when lodging is not required while the traveler is enroute overnight returning to the official station, home, or other authorized point, the per diem allowable is the M&IE rate applicable to the preceding calendar day.
- (3) Day Travel Ends. For the day travel ends (day traveler returns to the official station, home, or other authorized point) the per diem allowable is three-fourths of the M&IE rate applicable to the preceding calendar day, provided you are in a travel status for more than 12 hours.

§ 301-11.208 What are my transportation allowances for enroute travel to, from, and at the extended TDY station?

- a. Transportation allowances authorized for extended TDY shall be authorized in accordance with Part 301-10-Transportation Allowable.
- b. The authorized modes of transportation in order of preference for travel between the permanent duty station and the extended TDY station are:
 - (1) Common Carrier
 - (2) Privately-owned vehicle (POV)
 - (3) Rental Car (last resort).
- c. Prior to authorization of enroute transportation allowances, a determination shall be made by the authorizing official to ascertain what local transportation is available at the particular extended TDY station.



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301-11.209 *When should a POV be authorized as advantageous to the Government or personal preference on an extended TDY assignment?*

- a. If common carrier transportation is available to the extended TDY point and local transportation is available at the extended TDY point, the traveler may be authorized a POC allowance on a personal preference basis.
- b. If common carrier transportation is available to the extended TDY station but local transportation is not available, a cost comparison is required to determine if the use of a POV for enroute and local travel should be authorized as advantageous to the Government.
- c. If common carrier transportation is not available to the extended TDY station and local transportation is not available at the extended TDY location, the use of a POV for enroute and local travel may be authorized as advantageous to the government.

301-11.210 *If I am authorized the use of a POV for an extended TDY assignment, may I be reimbursed for round-trip travel from the place of lodging to the TDY location?*

Only if you are authorized a POV as advantageous to the government. Each authorization is to be supported by a cost comparison indicating that the approval of such expenses is warranted. If you are authorized a POV based on personal preference, you may be reimbursed round trip travel from the place of lodging to the TDY location.

§ 301-11.211 *May an employee who has been authorized use of a POV on a personal preference basis or as advantageous to the Government for travel to or at the extended TDY station be authorized use of a rental car?*

An employee who has been authorized use of a POV on a personal preference basis or as advantageous to the Government for travel to or at the extended TDY station can be authorized use of a rental car if a rental car can be justified to be advantageous to the Government and not merely a personal convenience. This applies to both the extended TDY site and when the employee returns to the permanent duty station on official business. An employee should never be authorized a rental car at the TDY site because the family accompanied the employee and needs use of the POV. In these circumstances the employee should obtain a rental car at his or her expense for family use. An example of when it would be advantageous to the Government to authorize an employee a rental car at the permanent duty station would be when the employee returned to the permanent duty station (PDS) on official business by common carrier leaving the POV at the extended TDY site and would have no other means of traveling locally at the PDS than by taxi, which is shown to be more expensive than the daily cost of a rental car.

§ 301-11.212 *How will I be reimbursed for subsistence expenses at the extended TDY station?*

Your reimbursement will be based on the applicable authorized reduced per diem rate. Travelers are required to submit receipts for lodging, furniture rental, utilities, and any other expenses over \$75 with each claim.

§ 301-11.213 *What allowances are covered by the reduced per diem rate?*

NASA will authorize the traveler a per diem rate that provides:

- a. An efficiency or one bedroom furnished apartment;
- b. Or if not available, an unfurnished efficiency or one bedroom apartment plus the rental of appropriate and necessary furniture; and



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- c. The following expenses are also included in the lodging and for computing a daily lodging rate when purchased on a weekly or monthly basis:
 - (1) the cost of connection, use and disconnection of utilities,
 - (2) monthly telephone use fee (does not include installation and long distance calls),
 - (3) basic cable TV service,
 - (4) cost of reasonable maid service and cleaning charges.
- d. the cost of prepared meals; breakfast, lunch, and dinner.

Note: There is not authority for NASA to pay per diem expenses for any family members who are not NASA employees at the extended TDY site. An employee who decides to take family members along on the extended TDY assignment should be prepared to pay for all their related expenses.

§ 301-11.214 What does NASA authorize when two spouses are performing an extended TDY assignment during the same timeframe at the same location?

In instances when two spouses are officially authorized to perform an extended TDY assignment during the same time frame at the same location, the following will be authorized:

- a. One spouse will be authorized either 55 percent or 65 percent of the maximum per diem rate established for the TDY location. The appropriate rate is dependent on whether the assignment is a short term or long term extended TDY assignment.
- b. The accompanying spouse will be authorized 75 percent of the Meals and Incidental Expense Allowance (M&IE) only, established for the location rounded up to the nearest dollar. The additional 10 or 20 percent of the daily M&IE allowance should cover any additional lodging expenses, such as utilities, incurred by the spouse while occupying the same lodging facility.
- c. This additional M&IE allowance will not be authorized for assignments of convenience to the employee. The decision as to whether the assignment is one with no additional M&IE allowance or an assignment which includes the additional M&IE allowance will be determined on a case by case basis by the staffing needs of the NASA Centers and the employment qualification of the employees involved.

§ 301-11.215 What will I be reimbursed when I am authorized to travel between the extended TDY location and my permanent duty station?

Travelers are not authorized per diem for official travel at the permanent duty station (PDS) during the extended TDY work or training assignment. However, when official travel is performed at the PDS, it is proper to recover the average daily fixed costs incurred at the extended TDY location.

§ 301-11.216 What are the average daily fixed costs?

Fixed costs are those expenses other than meals authorized in the extended TDY per diem rate. The following items are the kinds of items that are included when computing fixed costs:

- a. The costs of a suitable efficiency or one bedroom furnished apartment,
- b. or if not available, an unfurnished efficiency or one bedroom apartment, plus an allowance to rent suitable furniture,
- c. the average daily cost of utilities, telephone use fee, and basic cable TV service.



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In order to establish the amount of the fixed costs, the traveler must provide the applicable NASA Center's Deputy Chief Financial Officer (Finance) with a signed statement itemizing and describing the fixed costs that will be claimed. Receipts for lodging, furniture rental, utilities, and cable TV must be furnished with the statement if not previously submitted. All lodging costs claims must be supported by a lease or other written agreement. The traveler will be reimbursed for the average daily fixed cost for each day in official travel status.

§ 301-11.217 *What will I be reimbursed when I am on military leave while on an extended TDY assignment?*

NASA employees on military leave will be reimbursed for fixed lodging costs while on extended TDY provided the employee acted reasonably and prudently in incurring allowable expenses.

§ 301-11.218 *What will I be reimbursed when I am authorized to travel between the extended TDY location and other TDY destination?*

When NASA travelers perform TDY travel at locations other than the permanent duty station during the extended TDY assignment, the authorized per diem rate is suspended. The employee will be reimbursed at a rate that will cover the average daily fixed cost at the extended TDY location plus the expenses related to the TDY travel. If the standard authorized M&IE allowance is authorized for the TDY travel, the employee will not be required to itemize the cost of meals. If Actual Expense travel is authorized, the employee must file the travel claim as outlined in Subpart D of this Chapter. The employee's average daily fixed costs at the extended TDY site will be reimbursed in accordance with § 301-11.216.

§ 301-11.219 *How are my per diem allowances computed when I am authorized to travel between the extended TDY location and other TDY destinations?*

a. Day TDY Travel Begins

- (1) Lodging required. When lodging is required at the TDY site on the day travel begins (day of departure from extended TDY site), the per diem allowable will be the actual cost of lodging incurred by the employee, limited to the applicable maximum lodging allowance prescribed for the location of the assignment plus three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for the fixed costs at the extended TDY location.
- (2) Lodging costs not incurred. When lodging is not required on the date travel begins, such as staying with friends or relatives or in Government provided quarters, the per diem allowable will be three-fourths of the destination M&IE rate. In addition, the employee will be reimbursed for the fixed costs at the extended TDY location.
- (3) Lodging not required due to travel status of 12 hours or less. If the employee is NOT in a travel status for more than 12 hours, the employee is reimbursed the daily reduced per diem rate as usual.

b. Full Calendar Days of Travel at a TDY Location.

- (1) Lodging required. For each full calendar day the employee is in travel status and lodging is required, the per diem allowable will be the actual cost of lodging incurred by the traveler, limited to the applicable maximum lodging allowance prescribed for the location of the assignment, plus the location's applicable M&IE rate. In addition, the employee will be reimbursed for the fixed costs at the extended TDY location.



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- (2) Lodging not required. For each full calendar day that the traveler is in a travel status and lodging costs are not incurred, the per diem allowance will be the destination M&IE rate. In addition, the employee will be reimbursed for the fixed costs at the extended TDY location.

c. Day TDY Travel Ends.

For the day the TDY travel ends (day traveler returns to the extended TDY location) the per diem allowable will be three-fourths of the M&IE rate applicable to the preceding calendar day. There should be no lodging costs incurred at the TDY location. In addition, the employee will be reimbursed for the fixed costs at the extended TDY location.

§ 301-11.220 *May I stay with friends or relatives at my extended TDY location and receive a portion of the lodging allowance at the reduced per diem rate?*

You may only be reimbursed for any additional costs which can be shown to be directly related to your staying with friends or relatives, such as the cost to rent bedroom furniture. Token amounts for increased utility costs cannot be shown to be directly related to your occupancy because of the number of variables involved such as the daily weather conditions. Since you have not incurred any lodging expenses by staying with friends or relatives, NASA has no obligation to reimburse you any amount, therefore there has been no savings to the Government. You have decided to stay with friends and relatives for your personal convenience and so you will only be reimbursed the reduced M&IE rate and any additional costs incurred directly related to your stay. Since these are considered lodging costs, receipts are required, regardless of the amount.

§ 301-11.221 *May I be authorized to return to my permanent duty station for personal reasons while on an extended TDY assignment?*

Yes, periodic return travel home is justified incident to an extended TDY assignment. NASA has determined that a trip home every three weeks away on an extended TDY assignment is reasonable. For these authorized trips home you may use the Government contract city-pair fares and travel during work hours without taking any form of leave.

You may always return home voluntarily more often than every three weeks. However, you may NOT use the Government contract city-pair fares for these trips and you may NOT use your Government contractor-provided charge card to pay for the expenses. You must also travel on your own time or take appropriate leave for missed duty hours.

§ 301-11.222 *Under what circumstances may my authorized per diem rate be adjusted?*

If the Center Deputy Chief Financial Officer, (Finance) determines that authorizations have been manipulated for the purpose of providing the employee with a higher per diem rate, the following adjustment will be made based on the length of the assignment.

- a. If the total length of assignment is over 30 days, but does not exceed 120 days and subsequent weekly, biweekly, or monthly authorizations or combinations of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed from 12:01 a.m. on the day after arrival at the extended TDY location at 65 percent of the maximum per diem established by GSA.
- b. If the total length of the assignment is over 120 days and subsequent weekly, biweekly or monthly or short term TDY authorizations or a combination of any of these have been issued solely for the reason of providing a higher per diem rate, the traveler will be reimbursed from 12:01 a.m. on the day after arrival at the extended TYD location at 55 percent of the maximum per diem established by GSA.



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§ 301-11.223 *How will the adjustments be recovered?*

All adjustments will be recovered by either:

- a. Reducing future reimbursement claims the traveler submits;
- b. Billing and collecting from the traveler for any differential, if necessary; or
- c. Collecting outstanding amounts due the government from the traveler via salary setoff procedures.

§ 301-11.224 *May I be reimbursed for actual expenses while on an extended TDY assignment?*

Yes, in instances when the prescribed per diem rate for an extended TDY assignment will not cover the continuing cost of the assignment, a request for adjustment should be made to the Director, Personnel Division (Code FP), NASA Headquarters. Concurrence by Code BF is also required. All requests must be submitted in writing by the designated authorizing office.

The request must include:

- (1) Specific information on the individual employee or a group of employees assigned to the same extended TDY location for which the exception is requested.
- (2) Identification of the portion of the per diem rate for which the exception is requested, (i.e., lodging, meals, etc.). The specific items covered by the extended TDY per diem rate are listed in NFTRS 301-11-213.

§ 301-11.225 *May I be reimbursed for the shipment of unaccompanied baggage in connection with my extended TDY assignment?*

Yes, if:

- (1) It is justified in connection with your extended TDY assignment.
- (2) The unaccompanied baggage being transported is 350 pounds or the carriers minimum weight, not to exceed 1000 pounds.
- (3) The assignment is 30 days or longer.
- (4) The baggage will be transported in a manner that is most cost-effective to the Agency.

§ 301-11.226 *What will I be reimbursed when I am authorized annual leave while on an extended TDY assignment?*

NASA employees on leave will be reimbursed at a rate that will cover the daily fixed lodging cost incurred at the extended TDY location, not to exceed the maximum lodging per diem at that location.

Subpart D – Actual Expense

§ 301-11.301 *Who in my Agency can authorize/approve my request for actual expense?*

Officials in charge at Headquarters and Center Directors or their designee to whom they have re-delegated authority.



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§ 301-11.302 *When should I request authorization for reimbursement under actual expense?*

Request for authorization for reimbursement under actual expense should be made in advance of travel. However, after the fact approvals may be granted when supported by an acceptable explanation.

Normally, travel on an actual expense basis should be authorized in advance and the daily maximum rate authorized by the authorizing official shall be stated in the travel authorization.

If travel is performed without prior written authorization or is authorized on a per diem basis, reimbursement for actual and necessary subsistence expenses may be approved after completion of the travel.

Each travel request authorizing or approving actual and necessary subsistence expenses will be accompanied with a detailed statement justifying the request for actual subsistence expenses on a case-by-case basis.

Documentation of Travel Authorization (TA):

When actual expenses in lieu of per diem allowance are to be authorized, the TA will specify:

- (1) The maximum expenses to be allowed. The specific places, dates and maximum allowance applicable to each area, and when applicable what will be allowed when travel on an actual subsistence expense basis is performed in conjunction with travel on a per diem basis.
- (2) Per Diem allowance and actual expense allowances will not be authorized for the same period of time.

Documentation of Actual Expenses on the Voucher:

- (1) **Itemization.** When travel expense is authorized or approved on an actual expense basis, the employee shall itemize each expense claimed on the travel voucher.
 - (a) Meals must be itemized separately i.e., breakfast, lunch, and dinner.
 - (b) Those expenses that do not usually accrue on a daily basis, such as laundry and cleaning and pressing of clothing, may be averaged over the number of days that actual expense reimbursement is authorized or approved.
- (2) **Receipts.** Receipts shall be required for lodging, regardless of amount, and any individual meal when the cost is over \$75.00. The authorizing official or Deputy Chief Financial Officer have the discretionary authority to require receipts for other allowable subsistence expenses; however, the employee must be informed of this requirement in advance of travel.
- (3) Exception to receipt and/or itemization requirement. When reimbursement for meals and incidental expenses is restricted to 100 percent of the applicable maximum M&IE rate for the locality involved, receipts or itemization of meals and incidental expenses as provided in subparagraphs (1) and (2) above need not be required except at management discretion.

§ 301-11.304 *What if my expenses are less than the authorized amount?*

When authorized actual expense and your expenses are less than the locality per diem rate or the authorized amount, reimbursement is limited to the expenses incurred. If you are authorized actual expenses, you may not be authorized the locality per diem rate after the start of the assignment.



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§ 301-11.306 *What expenses am I required to itemize under actual expense?*

See FTR 301-11.306. When NASA limits M&IE reimbursement to either the prescribed maximum M&IE rate for the locality concerned or a reduced M&IE rate, it may or may not require M&IE itemization at its discretion.

Subpart E - Income Tax Reimbursement Allowance (ITRA), Tax Years 1993 and 1994

§ 301-11.523 *What documentation must I submit to substantiate my claim?*

NASA requires the following documentation:

- (1) A certified statement as prescribed in 302-11.10 of the FTR, and if applicable, the net earnings (or loss) for self-employment income shown on schedule SE of the IRS Form 1040.
- (2) A copy of W-2's, and if applicable, corrected W-2's.

Any documentation from the IRS identifying any interest or penalty payments (tax years 1993 and 1994 only).

Subpart F - Income Tax Reimbursement Allowance (ITRA), Tax Years 1995 and Thereafter

§ 301-11.623 *What documentation must I submit to substantiate my claim?*

NASA requires the following:

- (1) A certified statement as prescribed in 302-11.10 of the FTR, and if applicable, the net earnings (or loss) for self-employment income shown on schedule SE of the IRS Form 1040.
- (2) A copy of W-2's, and if applicable, corrected W-2's.
- (3) Any documentation from the IRS identifying any interest or penalty payments (tax years 1993 and 1994 only).

Part 301-12 – Miscellaneous Expenses

§ 301-12.2 *Will NASA pay me for any excess baggage charges I may incur?*

Yes, NASA will pay all charges listed in FTR 301-12.2.

§ 301-12.3 *Will NASA pay for me to make official long distance telephone calls (e.g., to the office) to conduct business while on regular TDY?*

Yes, you are authorized to make and be reimbursed for long distance calls to conduct official business while on regular TDY. You should however, use Government-provided long distance services when they are available or the Government telephone card. NASA saves money when one of these methods is used. See NPD 2540.1.

§ 301-12.4 *Will NASA pay for me to make long distance calls home while on regular TDY?*

Yes, with the following limitations:

For domestic calls:

- a. You must be in official travel status for more than 1 night.
- b. Calls shall not exceed an average of one per calendar day and shall be **brief** in duration.
- c. You will be reimbursed a maximum of \$5.00 per day.



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For international calls.

- a. You must be in official travel status for more than 1 night.
- b. Calls shall not exceed an average of one per calendar day and shall be brief in duration.
- c. You will be reimbursed a maximum of \$7.00 per day.

There will be no reimbursement when a government telephone card is used.

§ 301-12.5 *May I use a Government telephone charge card to make personal long distance phone calls while on regular TDY?*

Yes. NASA employees are encouraged to use the Government telephone card to help save NASA money. See NPD 2540.1.

§ 301-12.6 *How shall I receive reimbursement for telephone expenses?*

If the call is not placed with a NASA calling card, authorized telephone expenses should be claimed on the travel voucher as a miscellaneous expense.

§ 301-12.7 *Do these telephone allowances apply to extended TDY and Permanent Change of Station travel?*

No, only to regular TDY travel.

Part 301-30 – Emergency Travel

§ 301-30.4 *When an illness or injury occurs on TDY, what expenses may be allowed?*

See FTR 301-30.4. An “alternate location” is a destination other than the employee’s official station or the point of interruption where necessary medical services or a personal emergency situation exists. In the case of illness or injury of the employee, the nearest hospital or medical facility capable of treating the illness or injury is NOT considered to be an alternate location.

Part 301-32 - Invitational Travel

§ 301-32.1 *When may NASA authorize invitational travel for non-NASA persons?*

Invitational travel may be authorized under the following circumstances:

- a. It is in the interest of a Center to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;
- b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a NASA operation or program;
- c. It is determined that attendance and participation of an individual at a conference or meeting will be in the best interest of NASA;
- d. An individual is required to attend a major award ceremony of the Agency or major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the Agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) to accept an award;

One individual of the award recipient’s choosing, related by blood or affinity, whose close association with the employee is the equivalent of a family relationship, may accompany the award recipient. The following restrictions apply:



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- (1) travel must be directly to and from the site of the ceremony
 - (2) travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than instances in which the award recipient's residence is in the same area as the ceremony.
- b. A handicapped individual on temporary duty needs an attendant to accompany them on official travel;
 - c. Attendance of an individual is needed for the purpose of serving as a sponsor or participant in an official ceremony which is directly related to NASA interests;
 - d. A decision is made by the NASA Contracting Officer that it is in the best interest of NASA to allow travel of representatives and employees of contractors under contracts with NASA, including contractor technicians and field service representatives, with orders containing appropriate accounting classification and approval of the NASA Contracting Officer or his representative, provided that the travel involved is not the financial responsibility of the contractor.

Invitational travel at Government expense will not be authorized for:

- a. Non-appropriated fund officials traveling on non-appropriated fund business;
- b. Contractor employees (except as provided in subparagraph g above).

Part 301-33 - Witnesses or Jurors

§ 301-33.1 *When will NASA pay for the travel expenses of witnesses or jurors?*

- a. If the employee is a witness on behalf of the Government, NASA will issue travel authorizations as follows:
 - (1) If a case involves business of the Center at which the witness is employed, travel funds of that Center will be cited in the travel authorization.
 - (2) If the case involves business of a Center different from that at which the witness is employed, the travel authorization will be issued by the Center requesting the appearance of the witness.
 - (3) If the case involves business of a department or Agency of the Federal Government outside of NASA, that department or Agency concerned will be requested to issue the travel authorization.
- b. If the employee is a witness other than on behalf of the Government, NASA will not issue travel authorizations. NASA regulations regarding absence from duty and expense reimbursement from a litigant apply.
- c. If the employee is a Juror, NASA will not issue travel authorizations. NASA regulations regarding absence from duty and entitlement or non-entitlement to compensation or expense reimbursement will apply.

§ 301-33.2 *Are consultants and experts reimbursed for travel expenses?*

Consultants and experts who are in an employment status with or without compensation are reimbursed travel expenses from the time they depart their residence or normal place of business, on official Government business, until they return. The allowable rates and expenses are the same as for NASA travelers.



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§ 301-33.3 *Are there any limitations that apply to consultants or experts?*

When more than 130 days of full-time service is performed in any continuous 376 day period, such employment is no longer considered intermittent and the consultant or expert is automatically converted to the status of temporary employee and is assigned a permanent duty station. When this occurs the consultant or expert is only reimbursed for travel expenses at places other than the permanent duty station.

§ 301-33.4 *How will Congressional travel be authorized?*

All travel arrangements and inquiries for members of Congress and their staffs will be coordinated and handled by the Office of Legislative Affairs, Code L, and authorized in accordance with NPD 9710.10, Delegation of Authority – To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters.

§ 301-33.5 *Will employees serving as organization representatives be reimbursed for travel expenses?*

Yes, when employees serving as organization representatives perform travel to attend labor management meetings that are certified to be of primary interest to the U.S.



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Part 301-34 – Travel on Cost-Sharing Arrangements

§ 301-34.1 *When may NASA authorize cost-sharing arrangements for NASA employees?*

An employee and authorizing official may agree to a cost-sharing arrangement for travel under the Government Employees Training Act (5 U.S.C. 4109). Under these conditions, the travel order will include appropriate statements indicating that attendance is in keeping with 5 U.S.C. 4109, and the travel is a cost-sharing agreement. The cost sharing may be a variety of arrangements such as the employee paying for all travel and per diem expenses while NASA agrees to carry the employee in a duty status, or NASA may agree to pay all or some portion of the expense. Block 16 of the NASA Form 372 will contain the following statement:

“Permissive travel authorized under the training act, reimbursement on a cost-sharing basis has been agreed to as mutually advantageous to both parties.”

(Employee Signature)

Subchapter C – Arranging for Travel Services, Paying Travel Expenses, and Claiming Reimbursement

Part 301-50 – Arranging for Travel Services

§ 301- 50.1 *How should I arrange my travel?*

You must use the services of the travel management center servicing your Center to arrange for common carrier transportation, lodging, and rental cars.

Part 301-51 - Paying Travel Expenses

Subpart A – General

§ 301-51.1 *What is the required method of payment for official travel expenses?*

See FTR 301-51.1. All NASA Centers must use the centrally billed Government contractor-issued travel charge card for the purchase of all airline tickets. This policy becomes effective January 1, 2004.

Part 301-52 Claiming Reimbursement

§ 301-52.2 *What information must I provide in my travel claim?*

In addition to the information required by FTR 301-52.2, if you travel to a foreign country, you must report total expenditures in U.S. dollars and provide the rate of exchange at which the foreign money was obtained. You may also report exchange fees.



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Your travel claim must be recorded on a Standard Form 1012 or equivalent. The claim may be produced by an electronic system, typed, or handwritten in ink. You may not use a pencil when completing a hardcopy form. Hardcopies must be signed in ink. If an automated travel system is used, your electronic signature will be required.

§ 301-52.4 *What must I provide with my travel claim?*

In addition to the receipts required by FTR 301-52.6, receipts for lodging taxes must be retained if such taxes are claimed and not included on the receipts for lodging expenses.

You must also submit a copy of the voucher and all required receipts to the organization office responsible for preparing the travel authorization. These copies shall be retained for 6 years and 3 months. This policy becomes effective as each Center deploys Travel Manager through the Integrated Financial Management Project.

§ 301-52.6 *How do I submit a travel claim?*

You must:

- a. Submit your travel claim to your approving official for signature; and
- b. Ensure your travel claim is submitted to the Financial Management Office servicing your travel claim in accordance with their operating procedures.

§ 301-52.7 *When must I submit my travel claim?*

You must submit your travel claim as follows:

- a. Within 5 working days after you complete your trip or period of travel;
- b. On a monthly basis if you are on extended temporary duty.

§ 301-52.11 *What must I do to challenge a disallowed claim?*

See FTR 301-52.10. If, after reconsideration by your Financial Management Office, your claim is still denied, you may request that the FMO submit your claim to NASA Headquarters, Code BFZ, for consideration.

§ 301-52.16 *What must I do with any unused tickets, coupons, or other evidence of refund?*

You must submit any unused ticket, coupons, or other evidence of refund in accordance with instructions from your Center's DCFO (F) office.

§ 301-52.17 *Within how many calendar days after I submit a proper travel claim must my Agency reimburse my allowable expenses?*

See FTR 301-52.17. NASA's goal is to process all travel claim reimbursements within five days of submission to the Financial Management Office.

§ 301-52.20 *How are late payment fees calculated?*

Late payment fees are calculated by applying the current Prompt Payment Act Interest Rate beginning on the 31st day after submission of a proper travel claim and ending on the date payment is made.

Part 301-53 – Using Promotional Materials and Frequent Traveler Programs



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§ 301-53.1 *What must I do with promotional benefits or materials I receive from a travel service provider?*

The benefits or materials received from a travel service provider in connection with official travel may be retained for personal use.

§ 301-53.5 *Under what circumstances may I use frequent traveler benefits to upgrade my transported class of service?*

You may use frequent travel benefits earned on official travel to upgrade your transportation class to premium class services. However, the Agency will not pay for any upgrades, unless you meet one of the exceptions in the FTR 301-10.123 and 301-10.124.

Subchapter D – Agency Responsibilities

Part 301-71 Agency Travel Accounting Requirements

Subpart B – Travel Authorization

§ 301-71.103 *What information must be included on all travel authorizations?*

In addition to the information required by FTR 301-71.103, all NASA travel authorizations shall include a travel authorization number.

NASA Form 372 – Travel Request and Authorization (or other similar form upon direction of NASA officials) must be used for domestic temporary duty travel performed within the 50 states, District of Columbia, the Commonwealth of Puerto Rico, and the Northern Mariana Islands and the territories and possessions of the United States.

NASA Form 386 – Overseas Travel Order (or other similar form upon direction of NASA officials) must be used for foreign areas, which will be areas other than those listed as a domestic area.

NF 372 is used for:

- (1) Single trip authorizations for individual travel assignments
- (2) Unlimited open authorizations
- (3) Limited open authorizations
- (4) Invitational travel
- (5) Extended TDY travel
- (6) Reimbursable travel
- (7) Amendment/Extensions

NF 386 is used for:

- (1) Single trip authorizations for individual travel
- (2) Limited open authorizations
- (3) Travel of student dependents of NASA civilian employees between the employees duty station in a foreign area or a school in the United States.

§ 301-71.104 *Who must sign a travel authorization?*

A NASA head or an official to whom such authority has been delegated must sign the authorization. This authority may be delegated to any person(s) who is aware of how the authorized travel will support NASA's mission, who is knowledgeable of the employee's travel plans and/or responsible for the travel funds paying for the travel involved. The DCFO (F) should develop a matrix identifying authorizing officials and what type of travel they may authorize.



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§ 301-71.109 *Are there any situations when a travel authorization is not needed for travel?*

Yes, when travel is performed within 50 miles of the permanent duty station or place of abode, authorization by an authorizing official may be either written or oral.

301-71.110 *What must be done regarding the travel authorization if there is a delay in travel?*

When TDY travel is delayed or extended more than 4 days from the dates specified on the authorization, an amended travel order must be issued in accordance with 301-71.111.

§ 301-71.111 *Under what circumstances may a travel authorization be amended?*

If the authorization is amended **before** travel begins, the authorization can be amended as necessary.

If the authorization is amended **after** travel commences, the authorization can be amended only:

- a. When an error is apparent on the face of the authorization;
- b. When facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted when the authorization was prepared (55 CG 1241);
- c. When the provisions in the travel authorization are in conflict with the law, Agency regulation, or management instruction.

§ 301-71.112 *What is the procedure if travel authorizations are cancelled?*

- a. The employee is required to inform the authorizing official within 3 days after notification that the travel has been cancelled or postponed for more than 7 calendar days;
- b. The authorizing official is required to cancel the authorization within 3 calendar days of receipt; and
- c. **The original copy of the travel authorization must be forwarded immediately to the fund approving official to restore the travel funds to the appropriation for reuse. (Check with Vickie Gage)**

Subpart D – Accounting for Travel Advances

§ 301-71.304 *When must an employee account for a travel advance?*

See FTR 301-71.304. As a basic rule, employees on extended assignments will account for a travel advance beginning with the second monthly voucher that is submitted. It will be liquidated in equal installments through the end of the assignment. When it is determined that a voucher payment will result in a negative reimbursement the advance will be accounted for in equal installments starting with the first voucher.

§ 301-71.306 *How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?*

When the outstanding advance exceeds what is owed the employee, the employee must submit cash or a check for the difference to the DCFO (F) collection agent. Remittance by check shall be made payable to NASA.



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§ 301-71.307 *What should we do if the employee does not pay back a travel advance when the travel claim is filed?*

- a. DCFO (F)s shall officially notify the employee when a travel advance is considered to be delinquent. The notification may be accomplished by telephone, official notice, or bill of collection and should direct the employee to liquidate the delinquent advance in full within 10 calendar days after receipt of the notice.
- b. If the employee does not fully pay within the specified timeframe, the outstanding advance will be collected by offsetting the employee's salary within 45 days after the travel was completed.

If required, recovery will also be made from retirement credit, the traveler's estate, by deduction from any amount due from the United States, or by any other legal method that may be necessary (salary offset or collection from other amounts due shall be considered before retirement credit.).

§ 301-74.8 *Who may establish or approve reimbursement of the conference lodging allowance?*

NASA Sponsored Conferences

See FTR 301-74.8. Officials in Charge of HQ Offices and Center Directors have authority to establish conference lodging allowances, ensuring no allowance is twenty five percent greater than the applicable locality lodging per diem rate. This authority may be delegated to not more than one immediate subordinate official.

Non-NASA Sponsored Conferences

See FTR 301-74.9. A travel approving official may authorize the reimbursement of lodging expenses incurred up to the conference lodging allowance rate.

§ 301-74.19 *What records must we maintain to document the selection of a conference site?*

The recording requirements of FTR 301-74.19 will be fulfilled by completion and retention of the format shown in FMM 9710-1A .

§ 301-74.25 *Will I be reimbursed for registration fees and other expenses in connection with my attendance at a conference?*

There are legal restrictions on the use of appropriated funds in relation to attendance at meetings and conferences. Questions regarding the allowability of meeting expenses should be directed to the appropriate person in the Center DCFO (F) organization, before they are incurred. Some general guidelines are provided below.

Expenses of training do not include membership fees except to the extent that the fee is a necessary cost directly related to the training or that payment of the fee is a condition precedent to undergoing the training.

a. NASA Sponsored Meeting or Conferences

- (1) Registration fees or any other fees charged for NASA sponsored meetings or conferences cannot be considered as an allowable expense.
- (2) Per Diem or actual expenses cannot be paid at the official duty station; those expenses are considered to be a personal expense of the employee.

b. Non-NASA Sponsored Meeting or Conferences



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- (1) For meetings sponsored by non-governmental organizations, if a single "registration fee" is charged covering both attendance and meals and no separate charge is made for meals, NASA may pay the full fee. If a separate charge is made for meals, NASA may pay for the meals if there is a showing that:
 - (a) The meals are incidental to the meeting;
 - (b) Attendance of the employee at the meal is necessary for full participation in the business of the meeting; and
 - (c) The employee is not free to take the meals elsewhere without being absent from the essential business of the meeting.
- (2) When travel is involved in attendance at a meeting, under the provisions of 5 U.S.C. 4109 or 5 U.S.C. 4110, registration fees meeting the legal criteria shall be authorized on the NF 372, Travel Request and Authorization. When travel expenses (and registration fee, if appropriate) are authorized under the provisions of 5 U.S.C. 4109 for training, the travel authorization shall be supported by an approved training request.
- (3) When attendance at meetings or conferences is authorized and does not involve travel because it takes place in the local area, approved registration fees will be reimbursed through submittal of a SF 1164 will be supported with an approved training request.

When meals are included in the registration fee, a reduction will be made to the meals and incidental expense allowance in accordance with FTR 301-11.18. In claiming reimbursement, employees are required to include a copy of the registration form that indicates if the registration fee includes charges for luncheons, banquets, or alcoholic beverages. The form should also indicate which meals were furnished and the dates they were furnished. Finally, a statement should be written on the SF 1012, Travel Voucher, or SF 1164, Claim for Reimbursement for Expenditures on Official Business that indicates meals should be deducted from the per diem rate. The cost of alcoholic beverages is not allowable.

Subpart B – Travel Expenses

§ 301-75.100 *Must we pay all of the interviewee's pre-employment interview travel expenses*

NASA Centers may pay all or part of pre-employment travel expenses, in accordance with the provisions of FTR 301-75.100. Allowable expenses are subject to applicable Government limitations.

§ 301-75.103 *What are our responsibilities when we authorize an interviewee to use common carrier transportation to perform pre-employment interview travel?*

In addition to the requirements of FTR 301-75.103, Centers shall inform the interviewee of their liability for value of tickets issued until all ticket coupons have been used for pre-employment interview travel or all unused tickets or coupons have been properly accounted for on a travel voucher.



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9700-1A NASA SPONSORED CONFERENCE - APPROVAL TO CONDUCT

Function Title: _____

Function Purpose: _____

Sponsor: _____

Host: _____

Dates: _____

Attendees: _____

NASA: _____

NASA Project and Support Service Contractors: _____

Other Government: _____

Other: _____

	Location 1	Location 2	Location 3
Site:			
Travel Costs:			
Conference Services Cost:			
Total Conference Cost:			
Total Salary Cost <u>1/</u>			

1/ Estimate based on \$240/day/person

Site recommendation and supporting rationale:

Submitted by: Signature _____ Date _____

Title _____

Action: _____ Approved _____ Disapproved



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Signature _____ Date _____

Title _____

Comments:



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9700-1B ALLOCATION TABLE FOR PREPAID M&IE DEDUCTIONS OUTSIDE CONUS

MI&E rates for localities in foreign areas and for localities in non-foreign areas shall be allocated as shown in the following table when making deductions from foreign or non-foreign area per diem rates.

MI&E Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	\$0	\$0	\$0	\$1
2	0	0	1	1
3	0	1	1	1
4	1	1	1	1
5	1	1	2	1
6	1	2	2	1
7	1	2	3	1
8	1	2	3	2
9	1	2	4	2
10	2	2	4	2
11	2	3	4	2
12	2	3	5	2
13	2	3	5	3
14	2	4	5	3
15	2	4	6	3
16	2	4	7	3
17	3	4	7	3
18	3	5	7	3
19	3	5	8	3
20	3	5	8	4
21	3	5	9	4
22	3	6	9	4
23	3	6	9	5
24	4	6	9	5
25	4	6	10	5
26	4	7	10	5
27	4	7	11	5
28	4	7	11	6
29	4	7	12	6
30	5	7	12	6
31	5	8	12	6
32	5	8	13	6
33	5	8	13	7
34	5	9	13	7
35	5	9	14	7
36	5	9	15	7
37	6	9	15	7
38	6	10	15	7



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41	6	10	17	8
42	6	11	17	8
43	6	11	17	9
44	7	11	17	9
45	7	11	18	9
46	7	12	18	9
47	7	12	19	9
48	7	12	19	10
49	7	12	20	10
50	8	12	20	10
51	8	13	20	10
52	8	13	21	10
53	8	13	21	11
54	8	14	21	11
55	8	14	22	11
56	8	14	23	11
57	9	14	23	11
58	9	15	23	11
59	9	15	24	11
60	9	15	24	12
61	9	15	25	12
62	9	16	25	12
63	9	16	25	13
64	10	16	25	13
65	10	16	26	13
66	10	17	26	13
67	10	17	27	13
68	10	17	27	14
69	10	17	28	14
70	11	17	28	14
71	11	18	28	14
72	11	18	29	14
73	11	18	29	15
74	11	19	29	15
75	11	19	30	15
76	11	19	31	15
77	12	19	31	15
78	12	20	31	15
79	12	20	32	15
80	12	20	32	16
81	12	20	33	16
82	12	21	33	16
83	12	21	33	17
84	13	21	33	17
85	13	21	34	17
86	13	22	34	17
87	13	22	35	17



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90	14	22	36	18
91	14	23	36	18
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93	14	23	37	19
94	14	24	37	19
95	14	24	38	19
96	14	24	39	19
97	15	24	39	19
98	15	25	39	19
99	15	25	40	19
100	15	25	40	20
101	15	25	41	20
102	15	26	41	20
103	15	26	41	21
104	16	26	41	21
105	16	26	42	21
106	16	27	42	21
107	16	27	43	21
108	16	27	43	22
109	16	27	44	22
110	17	27	44	22
111	17	28	44	22
112	17	28	45	22
113	17	28	45	23
114	17	29	45	23
115	17	29	46	23
116	17	29	47	23
117	18	29	47	23
118	18	30	47	23
119	18	30	48	23
120	18	30	48	24
121	18	30	49	24
122	18	31	49	24
123	18	31	49	25
124	19	31	49	25
125	19	31	50	25
126	19	32	50	25
127	19	32	51	25
128	19	32	51	26
129	19	32	52	26
130	20	32	52	26
131	20	33	52	26
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133	20	33	53	27
134	20	34	53	27
135	20	34	54	27



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137	21	34	55	27
138	21	35	55	27
139	21	35	56	27
140	21	35	56	28
141	21	35	57	28
142	21	36	57	28
143	21	36	57	29
144	22	36	57	29
145	22	36	58	29
146	22	37	58	29
147	22	37	59	29
148	22	37	59	30
149	22	37	60	30
150	23	37	60	30
151	23	38	60	30
152	23	38	61	30
153	23	38	61	31
154	23	39	61	31
155	23	39	62	31
156	23	39	63	31
157	24	39	63	31
158	24	40	63	31
159	24	40	64	31
160	24	40	64	32
161	24	40	65	32
162	24	41	65	32
163	24	41	65	33
164	25	41	65	33
165	25	41	66	33
166	25	42	66	33
167	25	42	67	33
168	25	42	67	34
169	25	42	68	34
170	26	42	68	34
171	26	43	68	34
172	26	43	69	34
173	26	43	69	35
174	26	44	69	35
175	26	44	70	35
176	26	44	71	35
177	27	44	71	35
178	27	45	71	35
179	27	45	72	35
180	27	45	72	36
181	27	45	73	36
182	27	46	73	36
183	27	46	73	37



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185	28	46	74	37
186	28	47	74	37
187	28	47	75	37
188	28	47	75	38
189	28	47	76	38
190	29	47	76	38
191	29	48	76	38
192	29	48	77	38
193	29	48	77	39
194	29	49	77	39
195	29	49	78	39
196	29	49	79	39
197	30	49	79	39
198	30	50	79	39
199	30	50	80	39
200	30	50	80	40
201	30	50	81	40
202	30	51	81	40
203	30	51	81	41
204	31	51	81	41
205	31	51	82	41
206	31	52	82	41
207	31	52	83	41
208	31	52	83	42
209	31	52	84	42
210	32	52	84	42
211	32	53	84	42
212	32	53	85	42
213	32	53	85	43
214	32	54	85	43
215	32	54	86	43
216	32	54	87	43
217	33	54	87	43
218	33	55	87	43
219	33	55	88	43
220	33	55	88	44
221	33	55	89	44
222	33	56	89	44
223	33	56	89	45
224	34	56	89	45
225	34	56	90	45
226	34	57	90	45
227	34	57	91	45
228	34	57	91	46
229	34	57	92	46
230	35	57	92	46
231	35	58	92	46



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233	35	58	93	47
234	35	59	93	47
235	35	59	94	47
236	35	59	95	47
237	36	59	95	47
238	36	60	95	47
239	36	60	96	47
240	36	60	96	48
241	36	60	97	48
242	36	61	97	48
243	36	61	97	49
244	37	61	97	49
245	37	61	98	49
246	37	62	98	49
247	37	62	99	49
248	37	62	99	50
249	37	62	100	50
250	38	62	100	50
251	38	63	100	50
252	38	63	101	50
253	38	63	101	51
254	38	64	101	51
255	38	64	102	51
256	38	64	103	51
257	39	64	103	51
258	39	65	103	51
259	39	65	104	51
260	39	65	104	52
261	39	65	105	52
262	39	66	105	52
263	39	66	105	53
264	40	66	105	53
265	40	66	106	53

For M&IE rates greater than \$265, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.



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CHAPTER 303 – PAYMENT OF EXPENSES CONNECTED WITH THE DEATH OF CERTAIN EMPLOYEES

Subpart D – Transportation of Immediate Family Members, Baggage, and Household Goods

§ 303-70.302 *When the employee dies at or while in transit to or from his/her official station outside CONUS, must we return the employee's immediate family, baggage and household goods to the residence or alternate destination?*

Under FTR 303-70.302, NASA's Associate Administrator, Office of Headquarters Operations, the Center Director or his/her designated representative are designated representatives to approve the family's election to return to an alternate destination.

§ 303-70.306 *What are the allowable costs of transportation of household goods?*

The allowable costs include packing, crating, drayage and transportation of household effects such as furniture and furnishings that are usual and necessary for the maintenance of a household establishment. Groceries, provisions, wines, liquors, animals, or birds are not considered household goods. Expenses incurred in hiring and transporting lift vans, and in packing, crating, boxing, or packing in lift vans for shipment will be paid. However, no allowance will be made for charges in connection with any shipment of empty lift vans, or for payment of storage charges or import duties on lift vans.

Subpart E – Preparation and Transportation Expenses for Remains of Immediate Family Members

§ 303-70.400 *When an immediate family member, residing with the employee, dies while the employee is stationed outside CONUS, must we furnish mortuary services?*

The NASA Associate Administrator, Office of Headquarters Operations for Headquarters, or the Center Director, or his/her designated representative, for a Center, may make the determination in FTR 303-70.400(b).

§ 303-70.401 *When an immediate family member, residing with the employee, dies while the employee is station outside CONUS, must we pay expenses to transport the remains?*

The NASA Associate Administrator, Office of Headquarters Operations for Headquarters, or the Center Director, or his/her designated representative for a Center, may approve the alternate destination under FTR 303-70.401. In that case, the allowance expenses cannot exceed the cost of transportation to the decedent's residence.



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CHAPTER 304 - PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

PART 304-1 - ACCEPTANCE OF PAYMENT FROM A NON-FEDERAL SOURCE FOR TRAVEL EXPENSES

§304-1.9 What form must we use to report payments received by the Agency from non-Federal sources?

NASA's Excel version of the SF-326-Semiannual Report of Payments Accepted From a Non-Federal Source shall be used by Centers to report payments received from non-Federal sources. This report applies to all payments that are more than \$250 per event. See the document at <http://www.hq.nasa.gov/fmm/fmmsupp.htm> for copies.